

157745

~~AMENDMENT~~ NO 1

STATE OF ILLINOIS  
ENVIRONMENTAL PROTECTION AGENCY  
AMENDMENT NUMBER 1 TO  
PROFESSIONAL SERVICES AGREEMENT

169643

In consideration of the execution of the Professional Services Agreement Number LCU-32, executed September 9, 1985, between the State of Illinois Environmental Protection Agency and Ecology and Environment, Inc., whose address is 195 Sugg Road, P.O. Box D, Buffalo, New York 14225, the parties hereto further agree as follows:

1. Paragraph D of this agreement is amended by eliminating Paragraph D(1), and Paragraph D(2) page 1, lines 34-44 and inserting in its place:

"1. The Contractor shall furnish the necessary personnel, materials, services, facilities and otherwise do all things necessary for or incident to the performance of the work at the Dead Creek Project, Sauget and Cahokia, Illinois (LPC #1600200005) (hereinafter designated as "Site") as set forth in:

- a. The Contractor's Proposal dated May 20, 1985;
- b. The Agency's Request for Proposal dated April 9, 1985;
- c. The Contractor's Revised Rate Schedule dated 11/26/85; and
- d. This contract.

2. The documents cited in Paragraph D(1)(a), D(1)(b) and D(1)(c) are incorporated by reference into this contract and made a part hereof. If there is a conflict between the terms and provisions of this contract and the documents cited in Paragraphs D(1)(a), D(1)(b), and D(1)(c) the terms and provision of this contract shall control."

2. Paragraph E of this agreement is amended by eliminating Paragraph E(2)(b), page 2, lines 43-44 and inserting in its place:


"b. The Contractor shall be reimbursed at the rates specified in the Contractor's Proposal dated May 20, 1985 and the Revised Rate Schedule dated 11/26/85."

3. All other agreements shall remain in force.

IN WITNESS WHEREOF, the parties hereto have executed this amendment  
this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and agreed  
that it shall become a part of the Professional Services Agreement Number  
LCU-32, as evidenced by the signatures of their duly authorized  
representatives as affixed below.

INTRA-AGENCY CONCURRENCE:

  
\_\_\_\_\_  
Division Manager

  
\_\_\_\_\_  
Fiscal Officer

Ecology and Environment, Inc.

Illinois Environmental Protection Agency

BY \_\_\_\_\_

BY \_\_\_\_\_  
Richard J. Carlson, Director

SF:rd/sp2615E/2-3

Rates for Cost Plus-Fixed Fee Work

	<u>Rate per Hour*</u>	
	<u>Minimum</u>	<u>Maximum</u>
Principal	████████	████████
Chief	████████	████████
Senior	████████	████████
Associate	████████	████████
Junior	████████	████████
Technician	████████	████████
Asst. Technician	████████	████████
Secretary	████████	████████

\* Includes 25% fringe

- 1) Overhead mark-up - 65% of direct labor with fringe
- 2) S,G&A - 28% on sum of labor, overhead and ODC's
- 3) Profit - 13% on sum of labor, overhead, ODC's and S,G&A
- 4) Profit on subcontractors - 5%

100-100-100  
100-100-100

# EQUIPMENT USAGE RATES

Item	Per Day	Per Week	Per Month
Hazardous Waste Van	\$100	\$500	\$NA
<del>O<sub>2</sub> Explosimeter</del>	<del>15</del>	<del>80</del>	<del>160</del>
HNU	58	290	625
OVA	130	650	1420
Desorber	50	250	540
Strip Recorder	30	150	325
Magnetic Surveying Equipment	35	175	365
Earth Conductivity & Resistivity Surveying Equipment	90	450	1500
Metal Detector	8	40	87
Radiation Monitor	20	100	210
Robert Shaw Escape Masks	3	15	33
SCBA w/Tanks	60	300	600
Oxygen Inhalator	5	25	54
Portable Generator	10	50	110
Submersible Pump (Johnson Keck)	58	290	625
Monitox w/Generator	25	125	260
Personal Pump	5	25	50
Powered Air-Purifying Respirator	8	40	87
Met Satlon	17	85	200
Stack Sampling Equipment	75	375	785
pH Conductivity Meter	8	40	87
Generator	25	125	300
Water Level Indicator	6	30	75
Draeger Pump	3	15	33
Mini Ram, GCA	28	140	295
Buc Calibrator	15	75	160
Flow Meter	15	75	160
Hach Kit	30	150	325
Blower w/Cartridge Holder	15	75	160
Cascade System	10	50	110
35-mm Camera Kit	20	100	210
Mini Rad	3	15	33
Walkie-Talkie w/Charger			
• Yaesu	7	35	75
• Motorola	23	115	240
Drum Opener	50	250	525
ISCO Pump	25	125	260
Standard 4" Well Pump	25	125	260
Vacuum Pump	15	75	160
Outboard Motor	20	100	210
High Vol	15	75	160

Rev. 10/24/85

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It is the intent of the company to pay reasonable and just expenses incurred by an employee who make a business trip on behalf of the company. The employee traveling will need to manage expenditures so that he accomplishes the purpose of the trip; neither excessive frugality nor excessive spending is desired. Tax and client audit procedures require justification of expenditures and adequate records. Unauthorized or unreasonable expenses in terms of the travel mission are made at the traveler's peril.

#### 1. Travel Guidelines

Individuals are expected to exercise sound economic judgment in their trip planning, secure the appropriate authorization prior to formalizing the trip, and carry sufficient funds to accomplish the purpose of the trip. The following guidelines are observed.

- a. Air travel, car rental, and lodging arrangements are generally made by the company for the employee.
- b. Reimbursement of incurred expenses will be by submission of a properly completed expense report.
- c. Expense reports are to be submitted within one week of trip completion.
- d. All expense accounts will be audited and factors such as normal business hours, departure versus return times, locality, nature of business being conducted, etc., will be evaluated as related to expenses. The company reserves the right to:
  - Allow an expense that exceeds base allowance where situation warrants such action;
  - Disallow any expense(s) where reasonableness of the expenditure is not justified; and
  - Disallow items lacking predeparture authorization.

natic ly accepted credit card in lieu of carrying cash sums. A company-sponsored American express account is available for employees who qualify.

- f. Cash advances will be made only when necessary.
- g. Cash advances are not transferable from one individual to another. The original recipient must settle his account within one week after return. No future cash advance amounts can be obtained until the individual's account is settled.
- h. The normal company policy notwithstanding, the company recognizes that it may require executive staff members to incur costs in excess of normal guidelines. Hence, the overriding test of allowability is the reasonableness of the costs incurred.
- i. The company does not pay wages for travel time unless such time occurs during normal work hours or reimbursement is specifically authorized by the client.

## 2. Personal Vehicle

Company policy is based on the payment of reasonable operating (not ownership) costs. Mileage reimbursement for personal auto is 20 cents per mile. Specialized vehicle rates may be established on a case-by-case basis, if special circumstances warrant. The scope of eligibility will include the following: (1) purpose is limited to authorized business; (2) utilization of company owned vehicle(s) is deemed impractical or not available; (3) personal vehicle use is authorized in advance.

## 3. Rental Automobile

Reimbursement is per rental company invoices. In this connection, employees are to utilize the auto rental companies for which E & E has corporate discount accounts. However, the Collision Damage and/or Personal Injury Insurance options are not reimbursable since the company is self-insured for these items. The cost of gasoline and oil are reimbursable if not included in the rental rate. Receipts for these expenditures are required. Authorization in advance is required.

## 4. Commercial Airlines

Only coach or tourist class accommodations will be authorized and reimbursed. However, under certain conditions, or in order to meet necessary mission requirements, other accommodations can be authorized by the client or will be authorized when coach/tourist accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) greatly increase the duration of the flight; (4) result in additional costs which

would offset the transportation savings; and (5) offer accommodations which are not reasonably adequate for the physical or medical needs of the traveler.

#### 5. Chartered Aircraft

The use of chartered aircraft must be authorized in advance and only when it can be demonstrated that: (1) scheduled commercial airline service is not available; and (2) optimum use of such aircraft, rather than scheduled commercial airline service results in an advantage to the company or its client. In making a decision to charter aircraft, the individual is cautioned that the safety record of nonscheduled aircraft is not as good as that of regular scheduled airlines. Hence, equivalent cost is not an acceptable test.

#### 6. Meals, Lodging, and Travel Miscellaneous

The following guidelines apply to routine travel. The basic tenet is that the company will pay the incremental costs incurred by an employee on travel status and that receipts are required.

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|--------------------------|--|
| a. Lodging               | Prevailing cost for reasonable lodging. Receipt required. The company reserves the option to require senior level staff and below of the same sex to arrange and be reimbursed for dual occupancy.   |
| b. Meals, including tips | \$22.00/day* prorated at \$4.00 breakfast, \$6.00 lunch, \$13.00 dinner.   |
| c. Tolls, parking        | Full reimbursement.  |
| d. Taxi, limo, etc.      | Full—receipt required for each single fare over \$5.00.  |
| e. Entertainment         | Generally not allowed unless approved in advance. The company recognizes that situations may arise where advanced approval is not possible. In these cases, employees are expected to use good judgement and be able to demonstrate reasonableness and benefit to the company. Non-approved entertainment expense is not reimbursable to employee. |
| f. Purchases             | Full, if specifically required for job—receipt required.   |

Meal allowance will be based on the duty station flight departure and/or arrival times as follows:

a. Departure

Breakfast	Prior to 7:00 a.m.
Lunch	Prior to 12:00 Noon
Dinner	Prior to 7:00 p.m.

b. Arrival

Breakfast	After 8:00 a.m.
Lunch	After 1:00 p.m.
Dinner	After 7:00 p.m.

Special per diem rates may be authorized when travel is to high-cost areas such as tourist centers, foreign countries, Alaska, etc. Such special rates must be approved in advance and will be considered on a case-by-case basis.

7. Airlines provide a maximum insured value of \$500 for baggage. However, employees transporting company items whose value is in excess of \$500 should not purchase the optional insurance provided by the airlines since the company already insures its equipment.